

**CLASS TITLE: DEPUTY CHIEF, DIVISION OF
PLANNING AND DEVELOPMENT
(DEM)**

Class Code: 02513800

Pay Grade: 34A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist the Chief, Division of Planning and Development (DEM) in the planning, administration and direction of complex professional work of a statewide program relating to planning, land acquisition and protection, and grant programs for open space and recreation; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Chief, Division of Planning and Development (DEM) with considerable latitude for exercise of independent judgement; work is reviewed through consultation and review of reports for conformance to laws, policies, rules and regulations.

SUPERVISION EXERCISED: Plans, organizes, coordinates, supervises and reviews the work of personnel engaged in the program.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist the Chief, Division of Planning and Development (DEM) in the supervision, coordination, and review of the work of staff engaged in comprehensive statewide programs involving; open space, natural resource, and recreational planning; land conservation and acquisition; open space and recreation grants.

To supervise studies and the preparation of reports involving findings and recommendations as part of land conservation, open space, and recreational development programs.

To supervise the administration of federal and state grant programs for open space preservation, farmland protection, and parkland acquisition, including oversight of financial data and other required record keeping.

To develop new programs to meet identified state goals for land protection and recreational development, including the preparation of program regulations and procedures.

As directed, to act for the Chief, Division of Planning and Development (DEM) in his/her absence.

To work closely with representatives of federal, state, and local government, private land conservation organizations, and others as necessary.

To coordinate departmental planning programs with other federal, state or community programs.

To attend meetings, hearings, and conferences as required.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and procedures of environmental planning; a working knowledge of the principles, methods, and techniques for protection of land with natural resource or recreational values; the ability to supervise studies preparation of reports; and the ability to review planning practices and procedures and recommend necessary changes; the ability to provide technical guidance, supervision and direction to subordinate planning personnel; the ability to maintain continuous evaluation of planning projects to determine their effectiveness; the ability to meet and consult with federal, state and/or community

planning personnel; the ability to prepare clear, sound, accurate, and informative reports; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with a Master's degree in Planning, Natural Resources, Geology, Business, Law, or a closely related field.

Experience: Such as may have been gained through: employment in a responsible position involving the supervision, guidance, and direction of subordinates, engaged in professional planning functions related to land conservation and recreational programs.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: December 15, 1991

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